To:	Program Directors, Program Administrative Assistants and Residents
From:	Dr. Anurag Saxena, Associate Dean, PGME
RE:	December 24 Additional Day Off
Date:	December 10, 2021

This memo is to provide information for residents and their programs the process for the additional day off granted by the university. Cheryl Carver announced on December 7 that college and unit leaders would have the option of providing December 24 as an additional day of vacation to faculty and staff in recognition of commitment to helping guide the university through COVID 19 response. And that those who, due to operational requirements, may be required to work on December 24 be given suitable alternatives. The desire is for all faculty and staff to be able to take full advantage of the additional time off for some much-deserved rest and relaxation.

In recognition that residents are university employees and that they continue to make valuable contributions during the pandemic, residents will be granted an additional day off to be used anytime during the remainder of the 2021/2022 academic year, to be used by June 30, 2022.

PROCESS:
- Residents will discuss the day off they wish to schedule with the appropriate Program Directors, Program Administrative Assistants and Chief/Scheduling Residents to get the appropriate approvals prior to taking the day off
- Residents may take the day in lieu anytime between December 7 to June 30, 2022
- This bonus day:
  - is to be used by June 30, 2022; it will not be paid out or carried over
  - may be combined with other time off if approved by the Program Director
  - is considered non-academic time away from the program (same as vacation days)
  - is in addition to the six seasonal slowdown days and any other leaves
- Use the "other" box on the PGME Leave Request Form for tracking purposes (this is not considered vacation day, so please do not deduct it from vacation)

Please contact PGME at 306-966-5536 should you have questions.